



[www.idem.IN.gov/greensteps](http://www.idem.IN.gov/greensteps)  
(800) 451-6027

# Pollution Prevention for a Clean Shop

## Keep your maintenance facility clean and green by following these tips:

- **“First in, first out.”** Practice good inventory control. Keeping track of chemicals helps prevent overbuying and waste.
- **Create a waste management plan for chemicals.** Recycle oil filters, antifreeze, lubricants, batteries, scrap tires and old cleaning solvents. Federal and state laws prohibit improper disposal of chemicals.
- **Label wastes** and keep them in a separate area to be recycled or properly disposed of.
- **Use drip-pans** when possible.
- **Keep and post Material Safety Data Sheets (MSDS) for all chemicals.** Federal law requires you to have an MSDS available for each chemical in the building.
- **Substitute less toxic substances** when possible.
- **Use funnels to minimize spills and carry a rag to clean up small spills.** All spills and leaks need to be cleaned up immediately with dry material, like an oil absorbent compound.
- **Don’t hose down the shop floor.** Do not allow chemical residue or spills to go down drains along with the water.



Indiana Department of Environmental Management